Peace Corps-Philippines

The United State Peace Corps program in the Philippines seeks qualified candidates for the following key position:

PROGRAM ASSISTANT
(Code: PA)

TYPE OF CONTRACT: Personal Services Contract

BASIC FUNCTION OF POSITION

The Program Assistant is supervised by a Sector Manager, and is tasked primarily to assist the Sector Manager and the Regional Managers in the planning, implementation, and monitoring of projects, as well as in volunteer site identification and volunteer support. The Program Assistant (PA) also provides administrative support to the Program and Training Unit's operations including, but not limited to trainings, report, monitoring, and management of contacts and external counterparts.

Program/Volunteer Support (50% of the time)

- Contributes to the maintenance and updating of Volunteer communication roster/ databases; works closely with Volunteer Support Unit to ensure accurate and timely changes to PCV info in various tracking systems.
- Helps organize, plan and provides admin support to PC program/training events and participates in those conferences as facilitators (when appropriate).
- Maintains contacts with Host Government Agencies and coordinates with appropriate level personnel regarding any program-related requirements such as Host Government Volunteer Request Forms, Bio-Data submission and approval, and other Host Government reporting requirements.
- Maintains contacts with Host Government Agencies and submits program reports such as Quarterly Volunteer Reports and emergency communication updates and facilitates dissemination of information as appropriate.
- Conducts site assessment visits, PCV site visits, and housing checks and provides field assistance to Regional Managers and Sector Managers as directed by the Director of Programming and Training.
- Under the guidance of the DPT, Regional Managers and Sector Managers, assists in the preparation of periodic program documentation for PC headquarter submission, e.g. Quarterly Trainee Requests, Volunteer Assignment Descriptions, Project Status Reports, Stages I and II Integrated Planning and Budget Systems.
- Organizes the site identification process, tracking submission of forms, and monitoring progress toward meeting site identification targets.
- Conducts research and participate in special studies relative to the development of Peace Corps' programs.
- May include extensive travels as necessary for Volunteer support, and sector programs & activities in assigned regions.
- Prepares and maintains key reports on program and training activities as necessary

Administrative Support (30% of the time)

- Provides administrative/logistical support to the program staff regarding official travel including motor vehicle request, flight schedules, and lodging reservations.
- Stays informed of Peace Corps manual regulations and policies and mission administrative notices for the purpose of updating the Program Staff on new regulations and administrative procedures.
- Serves as liaison for visiting program staff or PC program consultants by coordinating travel plans, preparing briefing packets, arranging for hotel reservations, etc.

Secretarial Support (15% of the time)

- Supports the Director of Programming and Training by handling and relaying messages (and as directed other program staff when those staff are not in the office).
- Greets and meets Program Unit's visitors, attending to each or referring to appropriate offices.
- Maintain Program calendar and assure that appointments and submission deadlines are kept.
- Collates packages and prepares for distribution of pertinent printed materials for meetings and correspondence (PCV site packets, site identification packets, etc.).
- Establishes and maintains Program files.
- Performs other related duties as assigned by the Sector Manager, and by the Director of Programming and Training as deemed relevant.

Safety and Security (5% of the time)

- Assists RMs in documenting site locator forms by uploading them in VIDA.
- When assigned, conducts PCV housing checks to certify they meet PC standards.
- Collects and maintains site history files.
- Ensures all PCV incidents are properly reported.
- Understands and performs role as specified in Post EAP.
- Identifies and communicates Volunteer safety and security concerns or issues related S&S to the Safety and Security Coordinator and the CD.
- Assists Program Managers (RMs/SMs) to ensure that prospective sites meet established programmatic and safety and security criteria (e.g. safe housing, a clearly defined assignment with an organization that shows real interest in working with a Volunteer, etc.).
- Reviews and references site history files when evaluating potential sites, and incorporates appropriate safety & security-related information into site history files.
- Monitors Volunteer compliance with Peace Corps policies, especially related to safety & security.
- Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

Education:
- Bachelor's Degree in Social Science preferably in Development Communication, Public Administration, Economics, and Political Science. Other fields of study are acceptable if work experience is related.

Prior Work Experience:
- At least three years' experience in related field, specifically in support of program activities. Experience working in a multi-cultural environment is preferred.

Language Proficiency:
- Level IV fluency in English and Filipino

Job Knowledge:
- General knowledge of project management including budgeting, event organizing, and building partnerships with stakeholders. Understanding of volunteerism and its role in development, development issues and policies, organizations, and sectors/areas where PC Philippines is involved in.

Skills and Abilities:
- Proficiency in the use MS Office applications (Word, Excel, Powerpoint, etc.), Outlook and internet, experience in database management is desired. Knowledge of online resources as well as experience in conducting research and data collection. Ability to communicate and establish working relationships with key contacts across levels. Ability to prioritize tasks within specified time, following set guidelines and policies. Able to exercise discretion to maintain confidentiality of sensitive issues. Able to communicate information efficiently, able to determine situations when a response is needed and when to consult. The individual is also expected to travel up to 20% of the time to conduct housing checks, and assist in different Peace Corps events.

SALARY AND BENEFITS:

- Salary and benefits based on US Embassy Local Compensation Plan
- Bonus of 17.33% of annual basic salary
- Medical/Hospital benefits patterned on US Embassy benefits program

PROCEDURES FOR APPLICATION:
Interested Applicants must submit only two documents:
1) Application letter:
Candidates' application letters must describe how their qualifications meet the position criteria.
2) Comprehensive CV:
Qualifications, previous duties, responsibilities and accomplishments listed in the comprehensive resume/CV must all be verifiable. Application documents would best be in Adobe or PDF format of **not more than 10MB.** Please do not email scanned copies of documents that are not asked for.

Please send your application letter and CV/resume to **vacancy@ph.peacecorps.gov**. ==**NB: All applications are due by Friday, November 21, 2014 by 5pm.**== Due to the volume of inquiries, only candidates meeting the position requirements will be contacted for an interview. Phone calls or email inquiries will not be entertained.